

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5348

TITLE: CODE COMPLIANCE SUPERVISOR

GRADE: S-27

DEFINITION:

Under general direction, in the Department of Code Compliance, supervises, plans and coordinates the work of investigators in enforcing codes and resolving complaints concerning alleged violations of the Fairfax County Zoning and Noise Ordinance, building codes, property maintenance codes, the Fairfax County's Spot Blight Abatement Ordinance or other applicable ordinances and regulations; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This is a supervisory level class with responsibility for the oversight of multi-disciplinary code enforcement investigators and investigation teams.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)

Supervises and directs the work of one or more teams of investigators in resolving code and/or multiple code complaints;

Oversees organizational and individual performance and ensures that work assignments are properly assigned, completed, and monitored;

Designs and presents technical training concerning applicable codes, ordinances, policies, and regulatory requirements;

Serves as a subject matter expert on violations of zoning and noise ordinances, building codes and property maintenance codes, or other applicable ordinances or regulations;

Communicates technical standards and requirements at a level easily understood by citizens and staff on blight, nuisance and vacancy issues and other code-related matters as applicable ;

Directs, mentors, and/or leads staff in investigations and inspections of the more complex cases and provides guidance and assistance to teams in the conduct of the more routine investigations;

Coordinates or oversees investigations of complaints of applicable County and State regulatory requirements with other county officials, state agencies, consultants and boards;

Leads or provides leadership in case preparation efforts including the collection of evidence and the presentation of testimony as an expert witness;

Institutes or requests appropriate legal action for criminal or civil violations of the state and county codes;

Directs, mentors and trains investigative staff on presentation of criminal and civil cases in court and monitors post court responses to judicial orders;

Acts as liaison or mediator or provides direction to staff in resolving disputes in the more difficult or complex multiple code cases;

Ensures and/or oversees enforcement of County codes or ordinance violations, preparation of appropriate notices of violations, summonses and subpoenas;

Reviews, mentors and trains staff in the preparation of accurate notice of violations and other legal documents and/or processes;

Prepares and presents reports to senior management, citizens, and public officials;

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Prepares and recommends policy implementation changes related to the conduct of inspections and the enforcement of applicable codes, ordinances, and County or State regulatory requirements;

Coordinates, supervises and monitors the establishment and operation of multiple neighborhood volunteer programs;

Serves as an information and training resource to the community, agency, other county agencies and the Board of Supervisors on the enforcement of state and county codes and ordinances;

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Knowledge of the industry and of the codes and ordinances which apply to the type of work being regulated;

Extensive knowledge in area(s) of specialty including one or more of the Fairfax County zoning ordinance, the property maintenance code, fire prevention fundamentals as they relate to buildings, building codes and environmental health regulations;

Specialized knowledge of the process by which violations of applicable codes, ordinances, and related internal policies are resolved and the legal procedures for prosecuting such violations;

Knowledge of organizational database systems, including GIS platforms, and specialized field use of those platforms required within the business area;

Ability to plan, supervise, monitor and coordinate the work of professional and related para-professional employees;

Ability to resolve conflicts and negotiate agreements using tact, diplomacy, and persuasion;

Ability to speak clearly and concisely in front of various size groups and to effectively conduct group meetings;

Ability to prepare clear and concise technical reports and suggest code and policy changes and to present findings in a clear and concise format.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

Graduation from an accredited four-year college or university with a Bachelor's Degree in a field of study related to the enforcement of environmental, building, property maintenance, zoning or blight codes such as urban planning, engineering, biological or environmental science, law enforcement, legal studies or a related field; PLUS four years of progressively more responsible complaint resolution and/or code enforcement experience in either zoning, property maintenance, environmental health, law enforcement or building codes.

PLUS: Completion of, or the ability to complete within a prescribed time, at least one item in two or more of the following areas:

Fire

Certification as ICC Fire Inspector I;

Building Codes

VDHCD certification in each of the four disciplines (building, electrical, plumbing and mechanical) in residential construction;

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VDHCD certification in each of the four disciplines (building, electrical, plumbing and mechanical) in commercial construction;

Property Maintenance

Certification by the Virginia Department of Housing and Community Development in Property Maintenance;

Health

30 semester hours of coursework in biological or environmental sciences from an accredited four year college or university or two years of successful experience in environmental health inspections;

Zoning

Two years of zoning enforcement experience.

CERTIFICATES AND LICENSES REQUIRED:

A valid driver's license may be required for some positions as identified to the Department of Human Resources.

ESTABLISHED: May 4, 2010